



SWINOMISH INDIAN TRIBAL COMMUNITY

11404 Moorage Way
La Conner, Washington, 98257-0817
Phone (360) 466.3163 | Fax (360) 466.5309

JOB DESCRIPTION

Job Title: Human Resource Generalist

JOB SUMMARY: *Implement and administer all established human resources programs in a Tribal setting. Duties may include recruitment of personnel, training, compensation, labor relations, employee benefit plans, employment compensation, personnel records and other activities needed to carry out the company's employee relations objectives and programs. Typically requires a degree and 3-5 years of experience in all aspects of human resources.*

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- *The Human Resource Generalist will be responsible for overseeing the day to day personnel activities for the administration.*
- *Responsible for the coordination and administration of all the benefit programs.*
- *Assist in conducting pre-employment drug testing according to Tribal Policy.*
- *Set up employee records and maintain a filing system.*
- *Review personnel action forms for completeness and accuracy prior to forwarding to payroll. Payroll support.*
- *Review credentials and conduct background/reference checks according to Tribal Policy.*
- *Works closely with Personnel Committee on personnel issues and attends all Personnel Committee meetings.*

- Records employee information such as personal data, hire date, compensation, benefits, tax data, attendance, performance reviews or evaluations, and termination date and reason; inputs into database.
- Updates employee files to document personnel actions and to provide information for payroll and other uses.
- Examines employee files to answer inquiries and provide information to authorized persons.
- Assists in the preparation, research and compiling data for various studies and surveys.
- Maintains databases and spreadsheets for necessary personnel records and management reports.
- Develops, posts, and advertises position vacancies as assigned; assists in the coordination of recruitment, interviewing and selection processes.
- Processes employment applications and assists in the other employment activities.
- Inform applicants of job duties and responsibilities, compensation and benefits, work schedules and working conditions, Tribal policies, promotional opportunities, and other related information.
- Arranges for oral interviews and testing of applicants, as appropriate and permissible; assists in the administration of examinations.
- Transcribes types and proofreads forms, letters, statements, statistical reports and other documentation.
- Assists in gathering background and reference check information on candidates.
- Assists in new employee orientation.
- Keep records of insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.
- Computes wages and records data for use in payroll processing.
- Prepares and files reports of accidents and injuries at establishment.

EDUCATION, EXPERIENCE AND TRAINING FOR POSITION:

Associates Degree required. Bachelor of Arts Degree preferred.

Must have at least three to five years of experience working in a tribal government organization with knowledge of personnel procedures.

SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:

Preparing job announcements and advertisements; Operating a personal computer, work processing, spreadsheets and related software; carrying out assigned projects independently to their completion; communicating effectively verbally and in writing; Establishing and maintaining effective working relationships with applicants, employees, officials, tribal members and the general public; Maintaining confidential and sensitive information. Modern office practices and techniques. Modern policies and practices of human resource administration; Classification, compensation and benefits, recruitment, selection, training, and employee relations.